



# **Teton County Comprehensive Plan**

## **Request for Proposals**

**Teton County Proposal No. PZ110127**

**Date: January 27, 2011**



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## Advertisement for Proposals



### Request for Proposals for Comprehensive Plan Consultant

Proposals due by Feb. 28 at 12:00 pm with a mandatory meeting to be held Feb. 16 at 2:00pm.  
Complete details at: <http://www.tetoncountyidaho.gov>.



TVN Publication Dates: January 27, February 3, 10  
Valley Citizen Publication Dates: January 26, February 2, 9



## Instructions to Consultant teams

### General Proposal Requirements

1. General proposal submittal requirements shall include:
  - Fifteen paper copies and one electronic copy in PDF format, of all proposals must be submitted to the County Planning Department prior to Monday, February 28 at 12:00 noon local time; utilizing forms supplied herein, as directed and shall be subject to all requirements of this Request for Proposals (RFP) unless otherwise specified. All proposals must be regular in every respect and no alterations or special conditions shall be made or included in the Proposal Form by the consultant team other than as indicated.
  - Proposals will be opened by the Board of County Commissioners at 1:00 pm local time on Monday, February 28, 2011 in the Teton County Courthouse Commissioner Meeting Room.
  - All proposing consultant teams must participate in a mandatory pre-proposal meeting at 2:00 pm local time on February 16, 2011.
  - Proposals shall be enclosed in an envelope which shall be sealed and clearly addressed and labeled as follows:

Addressed to: Teton Valley 2020  
150 Courthouse Drive, Room 107  
Driggs, ID 83422

Labeled as: Proposal for Comprehensive Plan  
From: (Consultant Team Name)  
Acknowledge Receipt of Addenda No. \_\_\_\_\_

- A proposal in response to this RFP will be considered complete if it includes all of the following:
  - A completed Proposal Form- a blank template of which is provided herein (failure to complete this form will eliminate the proposal from further consideration)
  - Clearly addressed Minimum Requirements including supporting documentation as required (failure to meet these requirements will eliminate the proposal from further consideration)
  - A complete description of the consultant team's qualifications and experience including supporting documentation as required
  - A comprehensive project approach to the project which addresses the needs of Teton County



- A scope of work that can be completed within the FY 2011 budget and an itemized budget for work that could be completed if additional funding becomes available
  - If the Contract is awarded, it will be awarded by the County to a qualified consultant team on the basis of the Proposal Evaluation Score Card and additional evaluation during an interview process. The Contract will require the completion of the Scope of Work as proposed and within the Teton County Budget for this project.
  - The RFP including the Advertisement, Instructions, Evaluation Forms, General Conditions and Submittal Requirements are on file for examination and may be obtained in the Teton County Planning Department at 150 Courthouse Drive, Room 107, Driggs, Idaho.
2. The Request for Proposals, evaluation and contracting schedule includes the following dates:
- Advertisement of Request for Proposals- January 27, 2011 – February 14, 2011
  - Mandatory Pre-proposal meeting – February 16, 2011, 2:00 pm in the Teton County Commissioners Chambers
  - Last day to guarantee an answer to questions – February 21, 2011, at 5:00pm.
  - Proposals Due – February 28, 2011, 12:00 noon – no late applications will be accepted
  - Interview Finalists – March 14 – 17
  - Selection – on or near March 21

### Specific Proposal Requirements

1. Proposal Form shall be completed
2. Minimum Requirements
  - a. Complete description of consultant team proposing on the project
  - b. Consultant Team Qualifications and Experience- description of the Team's experience working on similar projects in similar communities (see detailed description)
  - c. Project Approach- description of the Team's approach to this project including specific strategies and methodologies (see detailed description)
  - d. Scope of Work- itemized description of services to be provided within the set budget for fiscal year FY2011, and additional proposed services to be provided if additional funding can be secured (FY2012 Scope of Work Items)
  - e. Information shall be provided on any subcontractors the consultant team intends to use on this project. Note that any changes to the information provided in the proposal are subject to approval by the County. It will be assumed that any activities for which no subcontractor is listed will be completed by the consultant team directly. Provide the name, address, phone number, email address and specific assignment for any subcontractors proposed.
  - f. A statement of the consultant team's Affirmative Action Policy
  - g. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the consultant team to understand verbal instructions and to communicate effectively on the telephone and in person



- h. Properly licensed and insured
- i. Participation in pre-proposal a meeting scheduled for February 16<sup>th</sup>, 2011 at 2:00 pm.

## Rejection of Proposals

1. Proposals may be considered irregular and may be rejected for the following reasons:
  - a. If the Proposal Form furnished by the Owner is not used or is altered
  - b. If the Minimum Requirements are not clearly met
  - c. If the Team Qualifications and Experience requirements are not clearly described or if any supporting documentation is missing
  - d. If the Project Approach is not complete and responsive to the needs of the community as articulated in this RFP
  - e. If the Scope of Work is insufficient or, conversely, inappropriate or unrealistic based on budget limitations
  - f. If the consultant team does not provide professional references
  - g. If the consultant team does not participate in the mandatory pre-proposal meeting
  - h. If the consultant team adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

## Interpretations of Addenda

No oral interpretations will be made by anyone to any consultant team as to the meaning of the Request for Proposals or any part thereof. Every request for such an interpretation shall be made in writing to Angie Rutherford in the County Planning Department. Any inquiry received by 5:00 pm local time on February 21, 2011 by email (arutherford@co.teton.id.us), postal mail at the submitting address, or FAX (208-354-8778) will be given consideration. Every interpretation of an inquiry will be made in writing by Angie Rutherford and will be posted on the Teton County Website no less frequently than once per week and within two days after final inquiry deadline. It shall be the consultant teams' responsibility to check the website as to the Addenda issued. All such Addenda shall become part of the Contract Documents and all consultant teams shall be bound by such Addenda. It shall be the responsibility of the consultant team to obtain such Addenda prior to submitting a proposal.

## Withdrawal of Proposals

Proposals may be withdrawn with a written letter, email or FAX request from the consultant team.

## Award of Contract- Rejection of Proposals

The Selection of a consultant team shall be made on or about March 21<sup>th</sup> and based on the written proposal as well as the in-person interview process.

The County reserves the right to reject any or all proposals for any reason.



## Notice to Proceed

The Notice to Proceed shall be issued by the County within fourteen (14) calendar days after the consultant team has delivered the Agreement to the County. Should there be reasons why the Notice to Proceed cannot be issued within such a period, the time may be extended by mutual agreement between the County and the consultant team.

## Contract Documents

The following materials shall be furnished by the consultant team to the County after Notice of Award:

- a. Signed Agreement
- b. Insurance Certificate of Worker's Compensation Coverage

## Proposal Evaluation

### Complete Proposal Submittal

Only complete proposals will be evaluated. In order to be considered complete, each proposal must include:

1. Completed Proposal Form
2. Documents and supporting materials to verify compliance with the Minimum Requirements
3. Team Qualifications and Experience
4. Project Approach
5. Scope of Work
6. Sealed, Itemized Budget
7. References
8. Failure to submit any additional items that the consultant team feels help the proposal but are not required will not cause the proposal to be considered incomplete.

### Proposal Ranking

Written proposals must include the following:

- Proposal Form- a minimum requirement, if not present, the application is not complete
- Minimum Requirements
- Team Qualifications and Experience
- Project Approach
- Scope of Work
- Sealed Budget
- References

Each written proposal has the opportunity to receive up to 300 points: up to 100 for team qualifications & experience, up to 100 for the project approach and up to 100 for the scope of work. Each written proposal will be evaluated by a volunteer selection committee that has been involved in the initial





visioning process (members of the Plan for Planning committee). This evaluation will create a short list of 2 – 10 teams that will go through an interview process. During the interview, the teams will be evaluated by a selection committee comprised of 2 – 4 members of the original evaluation committee and the three elected County Commissioners. Ultimately, the decision will be made by the County Commissioners with input by the other members of the selection committee.

Each interviewed consultant team will have the opportunity to receive up to 300 additional points: up to 100 for presentation skills/technical knowledge, up to 100 for communication skills and up to 100 for appropriate fit for this project. During the interview, each team will be asked to give a short presentation that will introduce their team and their qualifications, articulate their approach to this project and their scope of work given the budget limitations. After the presentation, each team will be expected to respond to questions about the presentation itself and the team's qualifications, approach and scope of work. Additional questions about planning philosophy and ability to relate to our community may also be asked. There will be time for questions to the selection committee and some back-and-forth dialogue.

Teams that are selected for an interview will be notified at least one calendar week ahead of the proposed interview date. Additional items may be required of consultant teams that are chosen for the interview process. In such cases, the County will notify each team of the items five days before the interview day and the items will be supplied to the county by the consultant 48-hours prior to the interview date, in electronic PDF format.

Additionally, there will be a 60-point bonus potential for additional creativity or innovation displayed or discussed during the interview or in the written proposal.

Out-of-area consultants are encouraged to team with local consulting firms to increase their ability to respond to on-the-ground needs and to be able to demonstrate their understanding of and ability to relate to our community.

A mandatory pre-proposal meeting will be held on Feb. 16<sup>th</sup> at 2:00 pm local time in the County Courthouse. Failure to have a team member participate in this pre-proposal meeting will disqualify the consultant team.



## Written Proposal Evaluation Form

	TEAM QUALIFICATIONS AND EXPERIENCE	Rate 0-2 <sup>a</sup>	Weight	Score <sup>b</sup>
1	Team Introduction		2	
2	Key Personnel		3	
3	Project Management		2	
4	Grammar/Technical Writing		2	
5	References		3	
6	Comprehensive Planning		3	
7	Sustainable Planning/Smart Growth		2	
8	Familiarity with Teton County		2	
9	Public Outreach		3	
10	Meeting Facilitation		2	
11	Conflict Resolution/Consensus Building		3	
12	Visualization Techniques		2	
13	Local Land Use Policy Act & Land Use Law		2	
14	Natural Resource Management and Recreation		3	
15	Economic Development and Property Rights		3	
16	Transportation Planning		2	
17	Planning for Rural Character and Cultural Heritage		3	
18	Community Events and Facilities Planning		2	
19	Implementation		3	
20	Overall Suitability		3	
		Total Possible Score:		100
		Actual Score:		
	PROJECT APPROACH	Rate 0-2 <sup>a</sup>	Weight	Score <sup>b</sup>
1	Project Management		2	
2	Grammar/Technical Writing		2	
3	Timeline		2	
4	Sustainable Planning/Smart Growth		2	
5	Quality Control/Quality Assurance		2	
6	Familiarity with Teton County		3	
7	Public Outreach		3	
8	Meeting Facilitation		3	
9	Conflict Resolution/Consensus Building		3	
10	Visualization Techniques		3	
11	Local Land Use Policy Act & Land Use Law		2	
12	Natural Resource Management and Recreation		3	
13	Economic Development and Property Rights		3	



14	Transportation Planning		2	
15	Planning for Rural Character and Cultural Heritage		3	
16	Community Events and Facilities Planning		2	
17	Implementation		3	
18	Innovation		3	
19	Communication with Teton County Planning Staff		1	
20	Realistic Approach/Methodology		3	
		Total Possible Score:		100
		Actual Score:		
	<b>SCOPE OF WORK</b>	Rate 0-2 <sup>a</sup>	Weight	Score <sup>b</sup>
1	Project Management		2	
2	Communication with Teton County Planning Staff		1	
3	Sustainable Planning/Smart Growth		3	
4	Quality Control/Quality Assurance		1	
5	Drafting/Edits		4	
6	Adoption of Plan		2	
7	Mapping		2	
8	Public Outreach		4	
9	Conflict Resolution/Consensus Building/Meeting Facilitation		4	
10	Visualization Techniques		3	
11	Local Land Use Policy Act & Land Use Law		1	
12	Natural Resource Management and Recreation		2	
13	Economic Development and Property Rights		2	
14	Transportation Planning		2	
15	Planning for Rural Character and Cultural Heritage		2	
16	Community Events and Facilities Planning		2	
17	Implementation		1	
18	Innovation		4	
19	Overall Suitability		5	
20	Realistic Scope		3	
		Total Possible Score:		100
		Actual Score:		

<sup>a</sup> 0 = quality or item not present, 1 = average quality or item, 2 = exceptional quality or item.

<sup>b</sup> Rate x Weight = Score



## Interview Evaluation Form

	<b>PRESENTATION &amp; TECHNICAL SKILLS</b>	0-100 <sup>c</sup>
	<b>May include but are not limited to the following:</b> Clear Communication, Organized, Professionalism, Appearance, Engaging, Competency in Comprehensive Planning, Scope of Work, Project Approach/Methodology, Familiarity with Teton County, Ability to Fulfill Commitment as Outlined in Proposal	
	Comments:	
	Total Possible Score: Actual Score:	100
	<b>FIT</b>	0-100 <sup>c</sup>
	<b>May include but are not limited to the following:</b> Engaging, Enthusiastic, Understanding of Teton Valley community, Ability to relate to Teton County, Experience working in places similar to Teton County, Ability to build consensus, Ability to handle contentious situations, Friendly, Open-Minded, Innovative	
	Comments:	
	Total Possible Score: Actual Score:	100



	<b>COMMUNICATION/INTERACTION STYLE</b>	0-100 <sup>c</sup>
	<b>May include but are not limited to the following:</b> Clear, Ability to articulate complex ideas in simple terms, Engaging, Organized, Accurate, Confidence without arrogance, Ability to succinctly, yet thoroughly, answer questions, Listens, Positive (doesn't show frustration), Asks questions	
	Comments:	
	Total Possible Score:	100
	Actual Score:	

	<b>BONUS POINTS: Earned for written proposal and/or interview</b>	0-60
	<b>These points are awarded for teams that display above-and-beyond quality, novelty, or innovation in ideas, approach or scope.</b>	
	Comments:	
	Extra Points:	

<sup>c</sup> 0 = quality not present, 50 = average, 100 = exceptional



## Proposal Form

(To be completed by the Consultant)

Teton County Board of County Commissioners  
150 Courthouse Drive, Room 109  
Driggs, ID 83422

Dear Commissioners:

The undersigned consultant team, having examined the Request for Proposal documents and other available information, and the extent, character, and location of the proposed work, hereby proposes to perform all work in conjunction with the writing of the Teton County Comprehensive Plan, in accordance with the proposed FY2011 Scope of Work, Project Approach and other Contract Documents, for the budgeted amount unless otherwise agreed upon by both the undersigned and the County.

The undersigned consultant team agrees to work within the approved \$85,000 FY2011 budget and deliver all required project documents to Teton County, as stated in the approved FY2011 Scope of Work. This approved FY2011 Scope of Work, and additional work approved by the County for future fiscal years shall result in a completed and adoptable Comprehensive Plan. The undersigned has provided this information for review to the County and it is accurate and factual to the best of the undersigned's ability.

The consultant team agrees that this proposal shall be good and may not be withdrawn except as described in the contract documents.

Respectfully submitted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_



## Notice of Award

(To be completed by the County)

To: \_\_\_\_\_ Company  
\_\_\_\_\_ Address  
\_\_\_\_\_ City, State, Zip

PROJECT DESCRIPTION: All work in conjunction with the successful writing and adoption of a Comprehensive Plan for Teton County, Idaho.

The County has considered the proposal submitted by you for the above-described work in response to the Request for Proposals dated January 27, 2011.

You are hereby notified that your proposal in accordance with your Project Approach and FY2011 Scope of Work has been accepted.

You are required by the Instructions to Consultant Teams to execute the agreement and furnish the required certificates of Insurance for Liability and Worker's Compensation. If not done, the County will be entitled to consider all your rights arising out of the County's acceptance of your proposal as abandoned. The County will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011

Teton County, ID

By: \_\_\_\_\_

Title: \_\_\_\_\_

### ACCPETANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged.

COMPANY: \_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_

Title: \_\_\_\_\_



## Agreement

To be used by the County

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between Teton County, Idaho (Hereinafter called County), and \_\_\_\_\_ (hereinafter called consultant team) doing business as a \_\_\_\_\_ (corporation, partnership, or individual, as applicable)

WITNESSETH, THAT, for and in consideration of the payments and agreements hereinafter mentioned: The consultant team will commence and complete the writing of the Comprehensive Plan for Teton County, Idaho.

1. The consultant team will furnish all appropriate supplies, tools and materials as outlined in the Project Approach and FY2011 Scope of Work proposed by said consultant team and agreed upon by the County and the consultant team.
2. The consultant team will commence work not later than one calendar month after the Notice to Proceed unless otherwise agreed upon by the County and the consultant team.
3. The consultant team agrees to perform the FY2011 Scope of Work as proposed and agreed upon by the consultant team and the County. Adjustments to the Project Approach or FY2011 Scope of Work may be adjusted as mutually agreed upon by the County and the consultant team.
4. The term "Contract Documents" means and includes the documents attached hereto being the following:
  - a. Advertisement for Proposals
  - b. Instructions to Consultant Teams
  - c. Proposal Evaluation
  - d. Completed Forms
  - e. General Conditions
  - f. Proposal Requirements
  - g. Contractor's Proposal
  - h. Signed Agreement
  - i. All Addenda as posted online
5. The County shall pay the consultant team in the manner and at such times as set in the General Conditions section. This Agreement shall be binding upon all parties hereto, and their respective heirs, executors, administrators, successors and assigns.
6. The County and the consultant team shall accept this Agreement and intend that the relationship between them created by this Contract is that of employer/independent contractor.





7. Neither the consultant team nor its employees are to be considered as an agent, employee or servant of the County. None of the benefits provided by the County to its employees are available from the County to the consultant team or its employees or subcontractors.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement in TRIPLICATE, each of which shall be deemed an original, on the date first above written.

TETON COUNTY, IDAHO

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chairperson- Board of County Commissioners

(Seal)

ATTEST:

Name: \_\_\_\_\_

Title: Teton County Clerk

CONTRACTOR:

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

Name: \_\_\_\_\_

Title: Notary



## Notice to Proceed

To be used by the County

To: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You are hereby notified to begin work on \_\_\_\_\_, 2011, the Commencement Date, in accordance with the Agreement dated \_\_\_\_\_ on \_\_\_\_\_.

TETON COUNTY, IDAHO

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chairperson- Board of County Commissioners

(Seal)

ATTEST:

Name: \_\_\_\_\_

Title: Teton County Clerk

ACCEPTANCE OF NOTICE

Receipt of the above Notice to Proceed is hereby acknowledged.

CONTRACTOR:

This, the \_\_\_\_\_ day of \_\_\_\_\_, 2011

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Teton County Contract Change Form

Change No \_\_\_\_\_

Start Date: \_\_\_\_\_

Change Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change of Value: \_\_\_\_\_

Change of Time: \_\_\_\_\_

Approved by: \_\_\_\_\_

TETON COUNTY, IDAHO

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chairperson- Board of County Commissioner

ATTEST:

Name: \_\_\_\_\_

Title: Teton County Clerk

CONTRACTOR: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_



## Request for Proposal General Information

Teton County, Idaho is seeking the services of a consultant team to assist in preparing a comprehensive plan for our community. All submissions need to be received in the Teton County Planning Department by 12:00 noon on Monday February 28, 2011. No late applications will be accepted. Fifteen complete copies of the proposal are required plus a PDF format version either emailed or sent on CD. The project is funded through tax-payer money and has a limited budget.

### Project Description

Teton County, Idaho is a rural community of approximately 8,000 people and 450 square miles in Southeastern Idaho. It has three incorporated cities- Teton, Driggs and Victor- and large areas of unincorporated County. It is in the western shadow of the Tetons and much of the economy is outdoor-recreation oriented with Grand Targhee Resort (in Teton County, WY) as one of the largest employers in the area. Additionally, Teton County, Idaho has a large proportion of the population that commutes to Jackson, WY for employment, and is included with Teton County, Wyoming in the Jackson, WY-ID Micropolitan Statistical Area.

The County historically has been a small agricultural community founded by Mormon Pioneers, many descendants of whom are living in the community today. In the more recent past, it has begun to transition into a service-based mountain resort economy, with significant activity in second-home and resort-based development. As a result, it experienced rapid growth throughout the last decade (it was the second fastest growing rural county in the United States between 2000 and 2009<sup>1</sup>) and the national bursting of the bubble has left the county with over 7,000 vacant, platted lots, many in incomplete, partially-finished subdivisions. Unemployment rates are high and the community is looking for a way forward to economic diversification, smart land management practices and slow, steady growth. The community sees a new Comprehensive Plan as a guiding document to help achieve a more sustainable future.

Despite the economic challenges, the community has continued to develop its appeal as a unique mountain lifestyle community into 2010. The past summer, the County was host to nationally acclaimed performers like Cracker, Widespread Panic, and Glenn Beck. Additionally, National Geographic chose the County seat as home for its Yellowstone Geotourism Center.

The population of Teton County represents a mix of families who have been here for generations, part-time residents here for only a portion of the year, transplants from other parts of the country, and immigrants from outside the US. As such, the community has a broad range of educational attainment, income levels, and values. Nevertheless, projects here and in neighboring counties have shown that progress can be made towards finding a comfortable middle ground.

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<sup>1</sup> Gallardo, Roberto. 2010. *Rural America in the 2000s: Population*. <http://www.dailyyonder.com/rural-america-2000s-population/2010/07/12/2834>.

<sup>2</sup> Envision Victor Project information at: <http://www.envisionvictor.com/>



## County Goals

### Timeframe

The selected consultant team will be required to work closely with the County planning staff to provide a quick turnaround for the Comp Plan project. We would like to get underway as soon as possible and begin work with community volunteer groups this spring. Preferably, we anticipate a draft Comprehensive Plan will go before the Planning & Zoning Commission within 12 months after the contract is awarded.

### Community Involvement

The County has branded the entire comprehensive planning process “Teton Valley 2020” because of the desire to make the process inclusive of all its residents. Teton Valley 2020 represents an effort to bring the County’s future into focus, and a desire to establish a clear vision of what the community will be in the next 10 years and beyond. The initial steering committee, the Plan for Planning (P4P) was chosen to represent a diverse cross-section of valley viewpoints.

The Orton Foundation granted funding to the City of Victor for “Envision Victor<sup>2</sup>,” a progressive planning project that has used community involvement to create a Main Street Design Plan for downtown Victor and has worked on other community projects. Members of Envision Victor are also part of the P4P and have identified many challenges that the community will face in reaching agreement across multiple entrenched viewpoints.

Teton County requires that the consultant team work with the broader community in drafting the Plan. We have organized a Comprehensive Plan Committee and the consultant will be expected to work with this team to engage the community while developing the Plan. We anticipate at the least:

- Public meetings with professionally-facilitated, idea generating and consensus-building exercises
- Website opportunities for the public to find information about the project and ways to be involved, and to view plan proposals and drafts and respond with comments
- Networking directly with the community leaders including municipal officials, school officials, agency personnel, community service groups, and other citizen leaders
- Small work groups with dedicated volunteers and technical professionals
- Additional public input solicitations that may include surveys, meetings, charrettes, polling pad systems or other means of assessing public opinion
- Creative public input techniques that generate broad-based involvement and informed decision-making

### Services to be Provided

The consultant team will work with the Teton Valley Community to draft a Comprehensive Plan and all related documents and maps. The consultant will be responsible for facilitating meetings, working with the volunteer committee to ensure progress, listening to the volunteer committee and advising as

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<sup>2</sup> Envision Victor Project information at: <http://www.envisionvictor.com/>



necessary with technical and legal expertise. The consultant team will generate and present appropriate demographic and land use data and will help draft a Comprehensive Plan that is defensible in court and reflects the community vision. The consultant will continue to work with the community until adoption of a new plan. The County considers an adopted plan with broad public support a successful project.

The consultant team will be responsible for data inventory and gathering, identifying land use issues, other hot issues that may affect the comprehensive planning process, visioning and goal-setting, population and land use projections and trends, creating land use and natural features maps, analysis of data, trends, land uses, and natural features, alternative future land use plans/maps, implementation policies and strategies, preparing and revising documents including draft comprehensive plan, presentations to the public including public hearings, and training officials for plan implementation.

The consultant team will provide both hard copies and electronic copies of all files including maps and text documents that allows for easy distribution and web readiness.

### **Content**

*Basic sustainable comprehensive planning:* The team should be experienced and skilled in preparation of basic elements of comprehensive plans as specified in the Idaho Local Land Use Planning Act (LLUPA) with particular attention to:

- Community performance trends and indicators
- Engaging local officials and community in visioning, policy-building, and action/strategy development
- Addressing LLUPA requirements for County plans involving issues such as land uses of regional impact and consistency guidelines

*Economic Development:* Initial visioning exercises have shown that the community desires diversified and increased economic opportunities in the valley. The consultant team should be experienced and skilled in strategies and programs for improving the economic vitality of a community and improving its ability to attract new business investment and job creation. This includes identifying potential economic development opportunities and implementation strategies. The consultant team will be expected to meld economic development strategies into the Comprehensive Plan, particularly as they relate to land use, transportation, community facilities, etc.

*Land Use:* The team should be experienced in rural/small town design and should include best practices and incentives for maintenance of property rights, natural resource management, open space preservation, and vibrant, small town community design. Land use planning should consider demographic projections and community development. Throughout our initial public input process, rural character and agricultural heritage were identified as top priorities to our community members.



*Community Events:* The team should provide expertise in planning for events that bring the community together and create a sense of place. Please see “Music on Main<sup>3</sup>” and the Teton County, Idaho Fair Board for examples.

*Community Facilities:* While the Comprehensive Plan might address land use issues, it is a top priority of our community to provide quality educational facilities for our community members. Health care and emergency medical service facilities are also a top priority. In addition, a community recreation center has consistently been identified as a desired community facility. The consultant team must demonstrate experience in planning for community facilities such as these and incorporating them into a Comprehensive Plan document.

*Transportation Planning:* The team should be skilled in developing and shall develop a transportation plan that addresses transportation infrastructure planning and improvements that will facilitate the implementation of the comprehensive plan. This transportation plan shall include an asset management component and an improvement schedule based on proposed land use. The team should also have a demonstrated ability to incorporate and shall incorporate multi-modal transportation planning.

*Recommendations and Implementation Actions:* It is expected that the consultant team will provide implementation strategies including potential funding sources and best practices.

### **Process**

*Civic Engagement and Public Participation:* It is vital that the Teton Valley community contribute to the comprehensive planning process. The community is politically divided (less than 100 votes separated each of the local election results for County Commissioner in Nov., 2010<sup>4</sup>) and expertise will be needed to ensure that all voices are heard, conflicts mitigated and consensuses reached.

*Visualization Techniques:* The consultant team will be responsible for providing visualization strategies to offer alternative scenarios to the community and to allow feedback on the scenarios by the community. The County has access to polling pad systems and encourages their use.

*Mapping:* The consultant team will need to work with County personnel to create maps both for publication and for display.

### **Provisions from the County**

The County will provide all available resource materials including GIS files, asset management data, traffic data, initial visioning project data, and other materials available as requested by the consultant team. The County will also provide staff availability for strategizing and brainstorming with the consultant team throughout the process. The County planning staff will be responsible for agendas,

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<sup>3</sup> <http://www.tetonvalleyfoundation.org/music-on-main.php>

<sup>4</sup> Teton County, Idaho Election Results at: <http://gis.co.teton.id.us:81/WebLink8/DocView.aspx?id=113561>



minutes and notices of public informational meetings and public hearings. The consultant team will identify work the County will be expected to accomplish as part of their Project Approach.

## Additional Resources

### *Project Work to Date*

A large visioning project has already been conducted to establish the overarching values of Teton Valley citizens. The results of that effort can be found online<sup>5</sup>. The Comprehensive Plan must address those values throughout the re-write process and continue to garner public input and support for the plan. The purpose of this visioning project has been two-fold: 1) to identify common values and priorities in the County's Comprehensive Process and to select a consultant who can best incorporate those values and priorities, and 2) to complete the task of initial visioning and allow the consultant to direct time and resources to subsequent tasks.

### *Other Resources*

Teton County Comprehensive Plan: a Guide for Development 2004 – 2010<sup>6</sup>

U.S. EPA Smart Growth Implementation Assistance<sup>7</sup>

Fiscal Impacts of New Houses on Vacant Rural Subdivision Lots<sup>8</sup>

Teton County Development Impact Fee Program/Capital Improvement Plan<sup>9</sup>

Teton County, Idaho Transportation Plan 2020<sup>10</sup>

## Budget

Secured funding for the consultant team is \$85,000 for FY2011. We anticipate additional funding for FY2012, however it cannot be guaranteed. We are asking each consultant team to propose a scope of work that could be accomplished within the \$85,000 budget. This scope must include the successful adoption of a plan with broad public support. Each consultant team is also asked to propose a prioritized list of additional services that could be provided if additional funding could be secured in this or future years.

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<sup>5</sup> Teton Valley 2020 Survey Results at:

<http://www.tetoncountyidaho.gov/additionalInfo.php?deptID=6&pkTopics=104>

<sup>6</sup> Teton County Comprehensive Plan: A Guide for Development 2004 to 2010:

[http://www.tetoncountyidaho.gov/pdf/additionalInfo/AmendedCompPlan\\_10-20-08.pdf](http://www.tetoncountyidaho.gov/pdf/additionalInfo/AmendedCompPlan_10-20-08.pdf)

<sup>7</sup> U.S. EPA Smart Growth Implementation Assistance For Victor and Driggs, Idaho at:

<http://www.epa.gov/dced/pdf/victordriggs.pdf>

<sup>8</sup> Fiscal Impacts of New Houses on Vacant Rural Subdivision Lots developed by RPI, the Lincoln Institute of Land Use Policy, and the Sonoran Institute at:

[http://www.tetonvalleyadvocates.org/uploads/Fiscal\\_Impact\\_Study\\_Corrective\\_Edits.pdf](http://www.tetonvalleyadvocates.org/uploads/Fiscal_Impact_Study_Corrective_Edits.pdf)

<sup>9</sup> Teton County Development Impact Fee Program/Capital Improvement Plan at:

[http://www.tetoncountyidaho.gov/pdf/additionalInfo/DIF\\_CIP\\_Final\\_10-21-08.pdf](http://www.tetoncountyidaho.gov/pdf/additionalInfo/DIF_CIP_Final_10-21-08.pdf)

<sup>10</sup> Teton County, Idaho Transportation Plan 2020 at:

[http://www.tetoncountyidaho.gov/pdf/additionalInfo/2002\\_Transportation\\_Plan.pdf](http://www.tetoncountyidaho.gov/pdf/additionalInfo/2002_Transportation_Plan.pdf)





## Procedure

### Mandatory Pre-Proposal Meeting

A **mandatory** pre-proposal meeting will be held on February 16<sup>th</sup>, 2011 at the Teton County Courthouse at 150 Courthouse Drive in Driggs, Idaho at 2:00 pm local time. A brief description of the project and project budget, work-to-date, consultant expectations, submission requirements, and the selection process will be discussed. There will also be time to answer any questions. Interested consultants are required to have at least one representative of their team participate in the meeting. There will be a sign up sheet that asks for team name and representative's name (one person may represent more than one team, but may not form additional teams after the meeting). If you are unable to make this meeting in person, please contact the County. We have limited teleconferencing capabilities.

### Selection Procedure

Consultants must submit proposal materials no later than 12:00 noon, Mountain Time, on Monday, February 28<sup>th</sup>. No late proposals will be considered. Fifteen (15) hard copies and one electronic copy in PDF format must be submitted. A short list of consultant teams will be selected from the applicants based on previously-established scoring criteria. Interviews of consulting teams on the short list will occur during the week of March 14-17. Consultant teams chosen for interviews will be asked to make a brief presentation to the selection committee and be prepared to answer follow-up questions. A final decision is anticipated around Monday, March 21<sup>st</sup>.

### Contact

All questions about this RFP should be directed to Angie Rutherford in the Teton County Planning Department at 208-354-2593 or [arutherford@co.teton.id.us](mailto:arutherford@co.teton.id.us), or FAX at 208-354-8778. Ms. Rutherford will do her best to answer all questions in a timely manner and will post all addenda to the RFP on the website (but will not email it directly to anyone). The last day to guarantee an answer to a question is February 21. Any questions received after 5:00 pm on February 21 may not be answered. All answers will be posted on the county website ([www.tetoncountyidaho.gov](http://www.tetoncountyidaho.gov)) by 5pm on February 23, 2011.



## General Requirements for Consultant Team

### Terms and Conditions

1. The opening of a submittal does not constitute acceptance of the submitting team as a responsible, qualified respondent
2. The County reserves the right to request clarification of information submitted, and to request additional information from any respondent
3. Any submittal may be withdrawn up until the date and time of contract award
4. The County reserves the right, in its sole discretion, to reject any and all submittals and to waive any technicality, informality or irregularity in any submittal received for any reason at any time prior to entering into a contract to perform services
5. The County reserves the right to reject a submittal if the respondent fails to furnish the data required by this RFP or if the submittal is in any way incomplete or irregular
6. The County shall not be responsible for any costs incurred by the firm in preparing, submitting or representing its response to the RFP
7. The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to ensure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services
8. The consultant team shall comply with all applicable local, state, and federal laws, ordinances and regulations. Failure to properly comply with the laws and regulations shall be cause for the County to send written notice of improper practice to the consultant team. Failure of the consultant team to correct the improper practice within five (5) business days of receipt of the notice shall be cause for immediate termination of contract.
9. The consultant team shall comply with all fair labor laws.
10. The consultant team shall carry, with a company authorized to do business in the State of Idaho, a policy of insurance fulfilling all requirements of the Worker's Compensation Act of Idaho. The consultant team shall also comply with all Idaho State Prevailing Wage Rates. The consultant team shall be responsible for obtaining the statutes and paying the prevailing wage rates, including overtime as required by any applicable state or federal regulations. Proof of such insurance shall be furnished by Certificate of Insurance.
11. No assignment of this contract shall be made in whole or part by the consultant team without the express written consent of the County. In the event of any assignment, the assignee shall assume the liability of the consultant team.
12. The Contract Documents constitute the entire agreement and understanding of the two parties and shall not be modified, altered, changed, or amended in any respect unless in writing, signed by the parties, and attached hereto.
13. If any provision of this contract be declared illegal, void, or unenforceable, the other provisions shall not be affected, but shall remain in full force and effect.



## Compensation

Within the first ten (10) calendar days of each month, the consultant team shall prepare an Invoice to the County. Each Invoice shall include monthly amounts with percentage completed for each of the items included on the proposed budget and scope of work. Each Invoice shall be reviewed and approved by the County for completeness, accuracy, and possible retainage or withholding. Upon approval (or approval of a partial amount of payment) by the County, payment shall be made by the County, to the consultant team, on or before the twenty-fifth (25<sup>th</sup>) day of the following month, for such invoice submitted.

The County and the consultant team shall each have the right to request reasonable changes in the Scope of Work. In the event that the County or the consultant team determines it necessary to modify the project approach or scope of work, the County and consultant team may renegotiate the terms to the mutual satisfaction of both parties. In the event that both parties are not able to mutually agree, the contract shall remain unchanged, provided that the County shall have the right to terminate the contract if laws or regulations applicable to the project require a change and the consulting team is unwilling to agree to necessary changes.



## Submission Requirements

Limit submittals to 30 pages, inclusive.

## Proposal Form

### Team Qualifications and Experience

1. Introduce your team and identify a single point of contact
2. Include a statement that commits the personnel and resources needed for this project
  - a. An organizational chart that includes key personnel, their role, location and experience for all members of your team
  - b. Project manager should be identified and skills, qualifications and experience related to managing comprehensive plans highlighted
  - c. Resumes of key personnel that include specific project experience similar to the Teton County Comprehensive Plan and their expertise in areas that will enhance the Plan
  - d. Please include a single point of contact and full contact information for that person
3. Include the consultant team's experience working in Teton Valley or communities similar to it
4. Please identify your team's knowledge, skills and experience on similar projects in the following areas. Please include examples of successful projects and provide an indication of the breadth of your experience:
  - a. Comprehensive Planning
  - b. Public Outreach
  - c. Conflict Resolution/Consensus Building
  - d. Visualization Techniques
  - e. LLUPA
  - f. Natural Resource Management
  - g. Recreation Planning
  - h. Economic Development
  - i. Transportation Planning
  - j. Community Events Planning
  - k. Community Facilities Planning
  - l. Property Rights

### Project Approach

1. A detailed work program to accomplish desired results for County
2. Methodology
3. Projected timeline
4. Work program must include public involvement
5. Quality control/assurance program
  - a. Schedule and cost control
  - b. Scope change control



6. Compliance with LLUPA
7. An itemized list of tasks the County staff will be expected to accomplish
8. Consultant teams are encouraged to be creative and suggest innovations that will enhance the work program, save costs or any other program ideas that will create a better comprehensive plan for our community

## Scope of Work

1. Given the constraints of funding for this project, please suggest a FY2011 Scope of Work that your team could accomplish with \$85,000 that would lead to the production of an adoptable comprehensive plan
  - a. Please prioritize work such that limited funding could be maximized to achieve the best-possible outcome
2. Please propose an additional FY2012 Scope of Work that would be provided if additional funding could be secured OR Please provide a scope of work that would complete the project successfully by providing an adoptable comprehensive plan if you do not feel it can be accomplished in \$85,000 (please note that FY2012 funding is not guaranteed)
3. Please itemize the FY2011 & FY2012 Scopes of Work so that items can be negotiated between fiscal years as appropriate, prior to final County and consultant team approval

## Itemized Budget

1. One sealed copy of a separate itemized budget proposal for the scope of work proposed above for each fiscal year (FY2011 & FY2012)

## Minimum Requirements

1. Affirmative Action Statement
2. Proof of Insurance

## References

1. Please provide contact information for three (3) professional references that members of your team have worked with in the past and can give solid information about your skills and abilities.
2. Please provide hard copies or links to three completed comp plans, or other similar documents or projects that members of your team have worked on. Provide a brief description (less than one paragraph) of the scope of each project and the community that each was written for.